



**DEPARTMENT OF THE ARMY**  
ARMY CONTRACTING AGENCY, SOUTHERN REGION  
1309 ANDERSON WAY SW,  
BLDG 131  
FT MCPHERSON GA 30330-1096

SFCA-SR

29 November 2002

MEMORANDUM FOR Army Contracting Agency, Southern Region Installations

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-01, Stand Up and General Operational Guidance

1. This memorandum defines the purpose of SRIMs (formally referred to as Contracting Information Letters (CILs)), and provides updates to attachments contained under Army Contracting Agency, Southern Region (ACA SR) Memorandum, subject: US Army Contracting Agency, Southern Region (ACA SR) - Stand Up and General Operational Guidance, dated 2 October 2002.
2. The ACA SR is responsible for issuing informational and implementation instructions to all contracting activities under the ACA SR. The SRIMs will be issued to provide administrative and procedural implementation guidance. The SRIMs are numbered using the fiscal year in which the guidance is issued followed by a numeric character (in sequential order). All SRIMs will be posted for use on the ACA SR website ([www.forscom.army.mil/contract](http://www.forscom.army.mil/contract)).
3. Accordingly, SRIM 03-01 is assigned to ACA SR Stand Up and General Operational Guidance Memorandum, dated 2 October 2002. The following attachments to SRIM 03-01 have been updated:
  - a. Attachment 1 – Procurement Identification Information Numbers (PIINs) – Activity Address Numbers
  - b. Attachment 4 – Organization Chart
  - c. Attachment 5 – HQ ACA SR Personnel Roster
  - d. Attachment 6 - ACA SR Installation mailing addresses and Directors
  - e. Attachment 7 - Rating Chain
4. The SRIMs will be posted and maintained by the Business Systems Division; however, subject matter points of contact will be noted in each document. All former CILs are currently under review for applicability and will be reissued as appropriate. Pending receipt of future

SFCA-SR

SUBJECT: Southern Region Implementation Memorandum (SRIM) 03-01, Stand Up and General Operational Guidance

SRIMs, you are reminded to verify compliance and continue use of current guidance, as appropriate. For additional information regarding SRIM 03-01, please do not hesitate to contact Ms. Vickie Jordan, 404-464-0472, DSN 367-0472, email: [Vickie.jordan@forscom.army.mil](mailto:Vickie.jordan@forscom.army.mil).

Encls

SIGNED

CHARLES J. GUTA

Colonel, AC

Director, Army Contracting Agency – SR

Principal Assistant Responsible

for Contracting



SFAC

DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY OF THE ARMY  
ACQUISITION LOGISTICS AND TECHNOLOGY  
ARMY CONTRACTING AGENCY  
5109 LEESBURG PIKE, SUITE 302  
FALLS CHURCH, VA 22041-3201  
(PROVISIONAL)

SEP 26 2002



MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Compressed Work Schedule (CWS)

The Army Contracting Agency (ACA) will comply with the CWS policies and procedures that are supported by the Office of the Assistant Secretary of the Army (Acquisition, Logistics and Technology) (ASA(ALT)), which became effective January 17, 1999. A copy of this policy is enclosed.

All employees have the privilege, not the right, to participate in the CWS program. For some employees, the very nature of the work will not permit their participation in the CWS program. Considerable effort should be exerted at all levels to ensure that we keep the focus on the accomplishment of the ACA mission, our primary goal. Employees may decide to participate or remain on their normal five day/forty hour week. The CWS work hours are 0600 to 1800 hours. The core work hours for the ACA are 0900 to 1500 hours. Military training holidays will be observed in accordance with the schedule established by the Secretary of the Army.

The supervisors will establish the time period for employees to submit their request to participate in the CWS program and their proposed schedule. Supervisors will review the request and schedule and discuss the need to make any adjustments with the employee. Approval will be made with consideration to the mission, current workload, the needs of the employee, and the effect on manning. Final approval is delegated to the supervisors.

Should you have questions or need clarification, please feel free to contact my representative Mr. Bruce Trimble at commercial (703) 681-7574, DSN: 761-7574, or e-mail: [bruce.trimble@saalt.army.mil](mailto:bruce.trimble@saalt.army.mil).

*Sandra O. Sieber*

Sandra O. Sieber  
Acting Director of the Army Contracting Agency

Enclosure

DISTRIBUTION:

U.S. ARMY CONTRACTING AGENCY  
U.S. ARMY E-COMMERCE & COMMERCIAL CONTRACTING CENTER  
U.S. ARMY CONTRACTING REGION, NORTH  
U.S. ARMY CONTRACTING REGION, SOUTH  
U.S. ARMY CONTRACTING ELEMENT, PACIFIC  
U.S. ARMY CONTRACTING ELEMENT, SOUTHERN HEMISPHERE  
U.S. ARMY CONTRACTING COMMAND, KOREA  
U.S. ARMY CONTRACTING COMMAND, EUROPE





DEPARTMENT OF THE ARMY  
OFFICE OF THE ASSISTANT SECRETARY  
RESEARCH DEVELOPMENT AND ACQUISITION  
103 ARMY PENTAGON  
WASHINGTON DC 20310-0103

REPLY TO  
ATTENTION OF

15 JAN 1999

SARD-MS

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Compressed Work Schedule (CWS)

I have decided to support the concept of a Compressed Work Schedule (CWS) for employees in the Office of the Assistant Secretary of the Army (Research, Development and Acquisition) (RDA)), effective January 17, 1999. Participation in CWS is voluntary and open to both full-time civilian and military employees.

Employees can elect to participate in the CWS or remain on a normal five day/forty hour week. Permissible hours of work under CWS are 0600 to 1800 hours. Core hours are 0900 to 1500 hours. Request each employee review the Principles of Compressed Work Schedule, at Enclosure 1, prior to making a decision on whether to participate. A copy of the OASA(RDA) CWS Memorandum of Instruction is at Enclosure 2.

Supervisors will designate a time frame for submission of employee requests to participate in the CWS program. Employees will advise their immediate supervisor in writing of a decision to participate in the CWS program and concurrently submit a proposed work schedule for review and consideration. Supervisors will review employee requests for participation and their proposed work schedule. In determining approval of the requests, supervisors will consider mission, employee's needs, and the affect absences may have on personnel manning during hours of operation. Supervisors will also discuss necessary revisions to proposed work schedules with employees and make recommendations to the approving authority on approval/exclusion from the CWS program. Final approval authority for implementation of CWS is delegated to my Deputies.



*Enclosure*

I anticipate issues to arise concerning the implementation of CWS but I am convinced that with a positive attitude, and a demonstrated sense of cooperation, we can make the CWS program a success in this organization. I expect the Deputies to apprise me of any concerns on the CWS program having an *adverse impact on our ability to meet our missions and maintain continuous support to our customers.*



Paul J. Hoeper  
Assistant Secretary of the Army  
(Research, Development and Acquisition)

**Enclosures**

**DISTRIBUTION:**

DASA Research & Technology  
DASA Procurement  
Deputy for Systems Management  
DASA for Plans, Programs & Policy  
DASA for Chem Demil  
Director, Assessment & Evaluation  
Director, Competitive Sourcing  
Executive Secretary, Army Science Board  
Chief, Staff Actions Control  
Chief, Management Support  
Each OASA(RDA) Employee

## **Principles of Compressed Work Schedule**

Compressed Work Schedule (CWS) is a privilege, not an employee right.

Mission accomplishment must always be our primary concern.

Customer satisfaction is of paramount importance.

An effective Compressed Work Schedule is dependent on active interaction between employees and supervisors.

Workload requirements may occasionally require adjustments to an employee's Compressed Work Schedule.

All changes to Compressed Work Schedules must be coordinated with one's supervisor.

An essential element to successful Compressed Work Schedule implementation is an effective personnel backup system.

**MEMORANDUM OF INSTRUCTION**  
**COMPRESSED WORK SCHEDULE (CWS)**

1. **PURPOSE:** This memorandum sets policies, assigns responsibilities, and prescribes procedures for using Compressed Work Schedule (CWS) within the Office of the Assistant Secretary of the Army (Research, Development and Acquisition), National Capital Region, Washington, D. C.
2. **APPLICABILITY:** This memorandum applies to all OASA(RDA) National Capital Region (civilian and military) employees.
3. **EXCLUSIONS:** Employees or groups of employees who, due to the nature of positions or demands on organization (continuous shift requirements, team responsibilities, etc.) are exempt from coverage. Exclusion includes employees excluded from participation by Deputies of OASA(RDA), the Director, Assessment and Evaluation, the Military Deputy to the ASA(RDA), or the ASA(RDA). Final arbitration regarding exclusion of an employee from CWS will be conducted by the ASA(RDA).
4. **REFERENCES:** Federal Personnel Manual Supplement 990-2, Chapter 610, and applicable Army guidelines.
5. **GENERAL:** Employees or groups of employees not specifically excluded from participation have the choice of remaining on their current "regular" tour of duty or participating in CWS. Not all work schedules are available in all work areas. Supervisors will determine available work schedules for employees in the organization and Deputies will approve these schedules. New employees or employees in trainee status may be required to work regular tour of duty until their orientation or training period is over.
6. **WORK SCHEDULE DEFINITION:**
  - a. **Basic Work Requirement.** Civilian full-time employees are required to work, or account for 80 hours during a 2-week pay period. Military personnel are expected to work a comparable schedule.

b. Regular Day Off (RDO). The RDO day is a non work day outside of employee's administrative work week. This is intended to minimize impact on operations, through coordination with supervisors who will allow only a portion of employees off on a given day. Conflicts regarding RDO scheduling will be resolved by immediate supervisor.

c. Core Time. The ASA(RDA) has directed that core time will be 0900-1500. All employees in duty status are required to be on duty during those hours.

d. Compressed Work Schedule. SARDA's CWS is limited to 5/4-9. The employee works 9 hours a day for 8 days and 8 hours one day to complete basic requirement for 80 hours. Employee is off one day every other week in addition to weekends and holidays. Day of week is negotiated with supervisor.

7. RESPONSIBILITIES: CWS limitations, constraints, and prescribed procedures must be a coordinated effort between supervisors and employees. Cooperation and total communication can avoid problems and possible abuses of CWS principles.

a. Deputies will:

(1) Be responsible for ensuring mission accomplishment through establishment of efficient and equitably managed work schedules within their organization.

(2) Approve/disapprove exclusions for participation in CWS as submitted by supervisors consistent with efficient operations so mission or service is not compromised to accommodate CWS.

b. Supervisors will:

(1) Manage work schedules to ensure overall requirements (TDY, leave, training, etc.) are taken into consideration.

(2) Ensure employees comply with approved work schedules.

(3) Recognize and act upon abuses of CWS program to include disciplinary action when appropriate.

(4) Monitor customer reaction closely.

(5) Provide adequate supervisor controls and ensure there is a team leader or point of contact on supervisor's RDO.

(6) Recommend to Deputy positions to be excluded from participation in CWS, or changes to schedule.

(7) Make this memorandum available for employees to review and answer any questions employees may have about the program.

c. Employees will understand and accept responsibilities incurred with CWS and be willing to adjust their work schedules to meet mission requirements. Employees will adhere to approved work schedules.

#### 8. POLICIES:

a. Implementation of CWS is intended to enhance employee leave utilization, improve morale, and empower employees to manage the balance between home and work life while still meeting mission requirements. Employees and supervisors must cooperate fully to ensure an effective and beneficial program.

b. CWS schedule may be implemented following the first pay period after approval.

c. Abuse of policies and procedures for CWS will be considered justification to deny employee participation in the program.

d. No individual will be required to participate in CWS. Individuals who elect not to participate in CWS will remain on basic work week, 8 hours a day, Monday through Friday.

e. Reasonable effort will be made to accommodate individual work schedule requests.

f. Each employee's work schedule is subject to review and approval by supervisor. The work unit's overall schedule is subject to review and approval by the Deputy.

g. Assignment to CWS does not increase or decrease the amount of leave earned. Any employee on leave for an entire day will be charged leave for the number of hours scheduled to work that day (either 9 or 8 hours). Regulations governing military leave remain in effect.

## 9. PROCEDURES:

a. Employees electing to participate in CWS will advise their supervisor and identify their hours/days of work and desired "RDO" by executing a work schedule request form (enclosed). Supervisor will review all schedules and immediately communicate to all employees changes that must be made to meet with mission requirements.

b. Hours of work available to employees will be 0600 to 1800 with a 30 minute lunch break.

c. Employees who are identified as exempt from CWS will be provided advance written notice and justification why exemption was made.

(1) Holidays: Agency will determine RDO when it falls on an official holiday (e.g., if employee's RDO is Friday and that day is a Federal holiday, then that day becomes Federal holiday and employee is entitled to previous day as RDO); however if employee's RDO is determined to be the first Monday of pay period and that day is a Federal holiday, the employee's "in lieu of" RDO would be Tuesday. These are merely examples and are not all inclusive.

(2) Sick and Annual Leave: Employees will be charged amount of leave used that work day.

d. Training. Employees scheduled to attend on-site training will adjust their tours of duty to comply with scheduled classroom hours. Arrangements will be made between supervisor and employee to ensure 80 hours of work are accounted for during each pay period. Employees can: (1) switch to regular tour of duty during that pay period; or (2) supervisor and employee determine accommodations to ensure 80 hours of work per pay period. Changes will be coordinated with and approved by supervisor.

e. TDY. Supervisors will determine on a case-by-case basis whether employee can retain CWS while in TDY status.

f. Excused Absences. Excused absences from duty (agency employees are dismissed because of inclement weather or building closure) may be administratively authorized without loss of pay and without charge to leave. If such absence is authorized during an employee's scheduled day off, employee will not be entitled to equivalent time off at a later date.

g. Court Leave. Supervisors will determine on case-by-case basis whether an employee should revert back to basic work week while on court leave.

h. Detailed Employees. Employee currently on CWS who is detailed to a special project or assignment may be required to convert to regular work schedule during detail. When a change in established tour of duty is required by the supervisor, employee will be notified in advance of administrative work week. If supervisor of detail or project leader determines employee's CWS can be accommodated during detail, employee may continue on CWS.

#### Change in Work Schedules.

(1) Management directed changes. Deputies may direct change in working hours or days off when organization demand warrants change. When change in established tours of duty is required, employee will be notified in advance of administrative work week in which the change is to occur. Supervisors may temporarily return an employee or small group of employees to regular work schedule because of business exigencies.

(2) Employee requested change to schedule. Employees wishing to change their CWS RDO must obtain supervisor approval in accordance with paragraph 8a of this policy. Employees wishing to change back to a regular tour of duty may do so in accordance with paragraph 8a of this policy. However, change would not be effective until the beginning of next pay period. Switching schedules solely to save leave or create 4-day weekends will not be allowed.

j. Meetings. To the extent possible, meetings will be scheduled to maximize attendance. However, needs of management will not be sacrificed to accommodate employees' RDO. Major participants at meetings will be expected to adjust their tour of duty (with supervisor's approval) to be in attendance unless management agrees to designate a representative with authority to speak and act on employee's behalf.

Enclosure



## PROPOSED WORK SCHEDULE

To: \_\_\_\_\_ From: \_\_\_\_\_

1. In accordance with OASA(RDA) Memorandum, Subject: Compressed Work Schedule, I request the following work schedule:

Type of work schedule (Please check one)

Normal ☐

Compressed ☐

Proposed work schedule:

	First Week					Second Week				
	Mon.	Tues.	Wed.	Thur.	Fri.	Mon.	Tues.	Wed.	Thur.	Fri.
Arrival Time										
Departure Time										
Total Hours										

Notes:

- (1) Normal work schedule is eight hours per day, five days per week for two week pay period for a total of 80 hours.
- (2) Compressed schedule is eight 9-hour days, one 8-hour day and one designated day off per pay period for a total of 80 hours.

\_\_\_\_\_  
(Signature of Employee & Date)

2. Supervisor's certification of employee's proposed work schedule:

Recommend Approval ☐

Recommend Disapproval ☐

Approved ☐

\_\_\_\_\_  
(Signature of Supervisor & Date)

Disapproved ☐

\_\_\_\_\_  
(Approving Official Signature & Date)



**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY, SOUTHERN REGION**  
**1309 ANDERSON WAY SW**  
**BLDG 131**  
**FT MCPHERSON GA 30330-1096**

SFCA-SR

2 October 2002

MEMORANDUM FOR Army Contracting Agency, Southern Region, Directorates of Contracting

SUBJECT: U.S. Army Contracting Agency, Southern Region (ACA SR) – Stand Up and General Operational Guidance

1. References:

- a. Memorandum, Under Secretary of the Army, 18 March 2002, subject: Concept Plan for Army Contracting Agency (ACA).
- b. Memorandum, SAAL-ZP, 29 May 2002, subject: Implementation Plan for the Army Contracting Agency (ACA).
- c. General Order No. 6, Establishment of the United States Army Contracting Agency (ACA).
- d. AR 37-49, 15 October 1978, subject: Budgeting, Funding, and Reimbursements for Base Operations Support of Army Activities.
- e. Department of Defense (DoD) Instructions 4000.19, 9 August 1995, subject: Interservice and Intragovernmental Support.

2. In accordance with References 1a, b, and c, this memorandum provides stand up and general operational guidance for contracting activities and personnel of the ACA Southern Region, effective 1 October 2002. All references to Major Army Command (MACOM) contracting guidance and authority, e.g. Forces Command, Training and Doctrine Command, Army Materiel Command, applicable to contracting oversight, authority, resources, personnel and procedures, will be established and issued effective this date by the ACA, for all contracting activities under its auspices.

3. The establishment of the ACA SR has resulted in many significant changes, approvals and authorizations necessary to support one of the agency's primary missions – installation base operations contracting. Guidance in many areas is limited as several reviews are still in process. The following general operational guidance is provided as an update to introduce and facilitate transition of our efforts and actions within the ACA SR and may be subject to change as issues and procedures are completed.

a. Delegations of Authority:

(1) Agency memorandum delineating specific delegations of authority was issued 26 Sep 02.

(2) Principal Assistant Responsible for Contracting (PARC) and Deputy PARC Designations. Appointment letters with delegations of authority and HCA retention of authority was signed by the Acting Director on 23 Sep 02. Electronic distribution of these letters was made. The Deputy PARC will have "Acting" PARC appointments. These appointment letters are awaiting final review and approval by the Acting Director.

b. Warrants. All warrants establishing contract authority have been signed by the ACA SR PARC and issued to personnel at the same level or higher level of prior MACOM warrants rescinded, effective 1 Oct 02.

c. Procurement Identification Information Numbers (PIINS). Contracting activity PIINs were issued 3 Jul 02, see Attachment 1 for SR activities.

d. Activity Office Symbols. Transmitted 25 Sep 02, see Attachment 2.

e. Letterhead. Transmitted 24 Sep 02, see Attachment 3.

f. ACA Logo. Entries for the ACA logo may be submitted to Vickie Jordan, ACA SR for consolidation and forwarding to HQ ACA, NLT 28 Oct 02.

g. ACA Flag. The command flag has been ordered for the ACA SR; the point of contact for this action is MAJ LaPorte, ACA SR.

h. Organization Chart. See Attachment 4.

i. HQ ACA SR Personnel Roster. See Attachment 5.

j. ACA SR Installation mailing address and Directors. See Attachment 6. Please note that all correspondence requiring review and coordination by the Director, ACA SR/PARC should be forwarded to the PARC Office address at this attachment. This information is for internal "official use only" and should not be further distributed or posted to the internet.

k. ACA Rating Chain. Directors of Contracting will receive first level rating by the Deputy, SR; intermediate rating by the Garrison Commander; and Senior rating by the Director, SR. See Attachment 7. Any exceptions to this process must be coordinated and approved by the Director, ACA SR.

l. Acquisition Instructions (AI). The draft AI was disseminated to the field on 30 Sep 02. The AI will not be supplemented. Policy Memorandums will be issued by HQ ACA to cover all policy and guidance not covered by the AI. Review thresholds and designated documents for higher level reviews and approval are provided in the AI, and specifically at Attachment 8. Questions or clarifications should be addressed to Beverly Thomas, Vickie Jordan or Carol Lowman, ACA SR.

m. Contracting Information Letters (CILs). Coordination of implementation guidance between Northern and Southern Regions will be an on-going process. Every effort will be made to standardize guidance. Regional guidance will be posted for agency-wide use on the ACA Regional websites. Current CILs will be revised for accuracy and reissued.

n. Coordination of Reviews. Contracting actions requiring higher level coordination, review, or approvals will be submitted electronically, whenever practical to do so. Requirements should be clearly identified for actions required and forwarded to the assigned primary and back-up procurement analyst to ensure timely receipt and processing. The names of ACA SR POCs for document reviews and/or subject matter areas are provided at Attachment 9. Documents provided to the PARC staff by mail due to size, signature, or requirement should ensure adequate time for review and coordination. Action review and return time after receipt by the SR are provided at Attachment 10, and do not include staff coordination times, e.g., legal, Small and Disadvantage Utilization (SADBU). Please ensure adequate time is allotted to include the staff reviews.

o. Policy Memorandums. Policy memorandums will be issued by HQ ACA as required. These memos will be issued using alphanumeric sequence, e.g. POO1. Three memos have been issued to date. Ms. Judith Blake, Director of Procurement Policy, Innovations and Efficiencies Directorate, HQ ACA will coordinate the issuance of policy memorandums.

p. Guides, Pamphlets, Best Practices. A review of existing publications and best practices is in process. A combined effort by HQ ACA, Regional PARC Staffs and Installation ACA Transition Teams will work together to review and coordinate guidance and best practices for acceptance and standard procedures for Northern and Southern Regions. Interim implementation guidance will be provided as needed. Please see the list of subject matter experts at Attachment 9 for any questions pending publication of ACA guidance.

q. Memorandums of Understanding/Agreement (MOUs/MOAs). Regional and local MOUs/MOAs may be required to ensure clear terms of support, reimbursement, and continuity. ACA/IMA MOU draft is completed and signed by Ms Sieber, still pending signature by IMA. The draft MOU proposes that the Garrison Commander provide host installation base support services to all DOCs at the non-reimbursable standard level, and reimbursable above standard level support IAW the Army Reimbursable Policy (Reference 1d). The DOCs will receive administrative and operations support (e.g., resource management; processing of TDY orders and vouchers; processing of timecards, personnel orders, security clearances, visa and passport requests; office mail services, in-stock publications and blank forms, etc.) through the installation, within installation capabilities. After FY03, the ACA regional activities and the DOCs will be responsible for programming and funding for any above standard level base support and internal operating expenses. A support agreement (DD Form 1144) will document base support services provided to the DOC starting in FY04.

r. Interactive Customer Evaluation (ICE). Customer satisfaction within the ACA will be evaluated using ICE, an interactive automated system. This system will be installed at each DOC and is tentatively scheduled for implementation by mid-November 2002. Installation Directors and assigned system management personnel will be trained to analyze and support the system. Point of contact for questions and initialization is Beverly Thomas, ACA, SR.

s. ACA Liaisons. Liaison Officers for U.S. Army Forces Command and the Southeast and Southwest Installation Management Agency Regions will be appointed by COL Walsh, ACA POC.

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SUBJECT: U.S. Army Contracting Agency, Southern Region (ACA SR) – Stand Up and General Operational Guidance

t. ACA One Stop. Regional effort is in process to complete the establishment and publication of the ACA One Stop. The One Stop will provide quick reference information regarding each ACA contracting activity. Local mission, customers supported, leadership, other key information will be periodically updated and used for customer information.

u. ACA Smart Guide & Best Practices. The ACA Region's Smart Guide and Best Practices will provide a consolidation of standardize acquisition guides, procedures and best practices. Reviews are in process by Northern and Southern Regions for consolidation and publication of these guides and procedures.

v. Army Knowledge Management (AKM) Website. The AKM website will soon be utilized as a primary repository for posting and viewing ACA acquisition information, linkage information to other websites, and common files for ACA acquisition initiatives and projects. All employees should ensure they have accessed the system to acquire passwords, and familiarize themselves with features of this site.

w. Legal Support. Legal counsel has been organically matrixed to the ACA SR. Ms. Bettye Chionuma will provide Regional legal support and Mr. Ralph Frick will provide Center Support. A third legal counsel position is being worked, but is not expected to come on staff prior to FY04.

x. Contract Management Reviews (CMRs). The CMR program will operate using a self-assessment and validation process. Those Directorates unfamiliar with this process will be provided guidance and assistance. The standard format and guide will be published for use ACA-wide. The FY03 schedule of SR CMRs was transmitted 23 Sep 02, see Attachment 11.

y. Metrics. Five (5) Metrics are established for initial tracking and reporting within the ACA: Customer Satisfaction – ICE; Purchase Cards – Span of Control; Career Management – Professionalism; Consolidations – Elimination of Redundant Effort; and Small Business – Socio-Economic Goals.

z. Alternate Work Schedules (AWS). Use of AWS is authorized for all ACA civilians. However, management discretion and mission requirements must be considered when authorizing use to ensure adequacy of customer and office support. Implementing guidance is provided under ACA HQ letter dated, 26 Sep 02, subject: Compressed Work Schedule, see Attachment 12.

aa. Non Appropriated Fund (NAF). Guidance is forthcoming regarding the status of NAF support and/or ACA oversight to be provided. The current status of DOC manpower and support has been provided to HQ ACA for review and guidance.

bb. Business Rules. The business rules governing migration of contracts over \$500,000 from installations for award at the regions have been finalized and coordinated with the Northern and Southern Region HQs. The final draft was submitted on 25 Sep 02, to HQ ACA for consideration and issuance of policy. The migration approach will be provided NLT 30 Jun 03. Workload will begin to migrate to the Regional Centers in FY04. Pending publication of the business rules, all preaward actions over \$500,000 will be submitted to the ACA SR for review and information, including description, dollar value, contract period including options, proposed

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acquisition method (sealed bid, negotiated, combination), proposed contract type, level of competition, and set-aside information (e.g., set-aside, 8(a), full and open competition, NISH, etc).

cc. Workload Analysis, Northern/Southern Regions. Analysis of anticipated workload for service contracts over \$500,000 is nearly complete. Based on input from the field, 444 potential contracts have been identified in the Northern and Southern Regions totaling approximately \$5 billion over all option years. The Southern Region Transition Team has "mapped" these potential contracts to FY 03-07 and Northern and Southern Regions within 31 categories of services. Final information for privatization and A-76 is being reviewed prior to finalization of the Southern Region's submission of the initial workload list to ACA HQ on or before 1 Oct 02.

dd. Reports. Each ACA SR installation will be requested to submit recurring reports for close out of fiscal year statistics and data. These reports include Status Report of Specific Contract Audits, Labor Standards Enforcement Report, Advance Acquisition Plan, Performance Base Service Acquisition, Weighted Guidelines Report, and the Annual Unauthorized Commitment Report.

ee. Small and Disadvantaged Business Utilization Office (SADBU). The Small and Disadvantaged Business Utilization Office will be co-located within the Army Contracting Agency, Southern Region at Fort McPherson, GA. The staff consists of Mr. Jerry L. Blaydes, Associate Director, Small and Disadvantaged Business Utilization Office (SADBU), ACA Southern Region and Ms. Gwendolyn Miles, Small and Disadvantaged Business Utilization Specialist, ACA Southern Region. You may contact the SADBU Office by calling 404-464-6223/7275, DSN 367, FAX 404-464-6251/7285 or email to:blaydesj@forscom.army.mil or milesqwen@forscom.army.mil.

ff. Budget. Budget information was disseminated under ACA SR, PARC email message dated 30 Sep 02, subject: Budget Guidance. Periodic updates will be issued and clarifications provided by Carol Lowman or Yvonne Ewell. See Attachment 13.

gg. Vacancies and Personnel Actions. FY03 is the critical transition year to establish the new ACA organization. The ACA is building the new organization from within current contracting organizations-this is a zero sum reorganization. The Headquarters ACA is using vacancies to staff the extended organization and only key critical vacancies are being approved for fill. All personnel recruitment actions will continue to be submitted through ACA SR to ACA HQ for approval. In accordance with the Headquarters Department of the Army Civilian Human Resource Plan for implementation of the ACA SR, DOC personnel at installations in the ACA SR will transition from the ACA and receive human resource support by FY04.

hh. Special Programs and Initiatives.

(1) A-76 – Each Region will continue to provide assistance and complete all announced studies before passing any requirements for transitioning DOCs to another region.

(2) Privatization – Utility privatization efforts are under review. As of 17 Sep 02, most current privatization efforts are being conducted by Corp of Engineers or Defense Energy Service Center. Future privatization efforts will be coordinated with the IMA regions.

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Privatization efforts performed at the DOCs where the solicitation has been issued will not be regionalized. DOCs are requested to keep the ACA SR informed of all current and future privatization efforts.

(3) Residential Housing Initiative (RCI) – RCI efforts through 2004 are under review. RCI efforts are typically solicited and awarded by the Corp of Engineers. DOCs are requested to keep the ACA SR informed of all current and future RCI efforts.

(4) Architect & Engineer Authority – AFARS change and implementing guidance was issued 1 OCT 02 that provides A&E Authority to the regions for further delegation to installation DOCs that meet the training/compliance requirements.

ii. Automated Systems.

(1) Past Performance Information Management System/Past Performance Acquisition Information System – An ACA Working Group is currently reviewing the system to resolve transfer and implementation procedures.

(2) Defense Finance Accounting System (DFAS) - The Installation DOCs will use their current DFAS Operating Location (OPLOC) for FY03.

4. Agency guidance will continue to be issued electronically via emails and implementation memorandums. Please ensure that this information receives widest dissemination. The support of your installation ACA Transition teams will continue to be requested to assist in the update and distribution of publications and guides. Thank you all for your patience and assistance in standing up the ACA. If there are any questions or clarifications regarding this memorandum, please contact Ms. Beverly Thomas, Acting Chief, Contract Operations Division, [thomasb@forscom.army.mil](mailto:thomasb@forscom.army.mil), DSN 367-0466 or Ms. Carol Lowman, Acting Chief, Business Systems Division, [lowmancarol@forscom.army.mil](mailto:lowmancarol@forscom.army.mil), DSN 367-0467.

5. We are off to a marvelous start. Our workforce is trained and ready for the challenges of the Army's transformation. We will meet the Army's needs with the best acquisition support we can provide, and ensure that the satisfaction of our customers and soldiers reflects that they are our most important commodity. Congratulations ACA!

13 Encls  
as

CHARLES J. GUTA  
Colonel, AC  
Director, Army Contracting Agency - SR  
Principal Assistant Responsible  
for Contracting

**ACA SOUTHERN REGION  
PROCUREMENT IDENTIFICATION INFORMATION NUMBERS  
(PIIN)**

DABK01	ACA, Southern Region Contracting Center
DABK03	ACA, Fort Benning
DABK05	ACA, Fort Bliss
DABK07	ACA, Fort Bragg
DABK09	ACA, Fort Campbell
DABK11	ACA, Fort Gordon
DABK15	ACA, Fort Hood
DABK13	ACA, Fort Huachuca
DABK17	ACA, Fort Irwin
DABK19	ACA, Fort Jackson
DABK21	ACA, Fort Knox
DABK23	ACA, Fort McClellan
DABK25	ACA, Fort Polk
DABK27	ACA, Presidio of Monterey
DABK29	ACA, Redstone Arsenal
DABK31	ACA, Fort Rucker
DABK33	ACA, Fort Sam Houston
DABK35	ACA, Fort Sill
DABK37	ACA, Fort Stewart



## ACA SOUTHERN REGION OFFICE SYMBOLS

HQ ACA, SOUTHERN REGION	SFCA-SR
HQ ACA, SO REG, SADBUE	SFCA-SR-SB
HQ ACA, SO REG, REGIONAL COUNSEL	SFCA-SR-RC
HQ ACA, SO REG, CONTRACT OPS DIV	SFCA-SR-CO
HQ ACA, SO REG, BUSINESS SYS DIV	SFCA-SR-BS
SO REGION CONTRACTING CENTER	SFCA-SR-CC
FT BENNING	SFCA-SR-BE
FT BLISS	SFCA-SR-BL
FT BRAGG	SFCA-SR-BR
FT CAMPBELL	SFCA-SR-CA
FT GORDON	SFCA-SR-GO
FT HOOD	SFCA-SR-HO
FT HUACHUCA	SFCA-SR-HU
FT IRWIN	SFCA-SR-IR
FT JACKSON	SFCA-SR-JA
FT KNOX	SFCA-SR-KN
FT MCCLELLAN	SFCA-SR-MC
FT POLK	SFCA-SR-PO
FT RUCKER	SFCA-SR-RU
FT SAM HOUSTON	SFCA-SR-SH
FT SILL	SFCA-SR-SI
FT STEWART	SFCA-SR-ST
PRESIDIO OF MONTEREY	SFCA-SR-PM
REDSTONE ARSENAL	SFCA-SR-RA



**DEPARTMENT OF THE ARMY**  
**ARMY CONTRACTING AGENCY, SOUTHERN REGION**  
**1309 ANDERSON WAY SW**  
**BLDG 131**  
**FT MCPHERSON GA 30330-1096**

**NOTE:** Please change the address and add the name of your organization after the ACA, SR line:

**DEPARTMENT OF THE ARMY**

**Army Contracting Agency, Southern Region**

**Fort XXX Directorate of Contracting**

**Address Line**

**Address Line**

# **Army Contracting Agency Acquisition Instruction**

## **Section 1 General.**

**1.1 Authority, Use, and Coverage:** This Acquisition Instruction establishes general contracting procedures for the Army Contracting Agency (ACA). It is issued pursuant to Federal Acquisition Regulation (FAR) 1.301(a)(2) and provides internal agency guidance, including designations and delegations of authority, assignments of responsibilities, work-flow procedures, and internal reporting requirements.

(a) Coverage includes: procedures that are required by regulation to be established by the Head of Contracting Activity (HCA); procedures that implement policies; and procedures necessary to ensure that certain practices are consistent throughout the ACA. Where extensive standard operating instructions or detailed procedures are required, this Instruction may reference ACA Policy Memoranda, guidebooks, or other documents. Where implementing instructions or procedures relate directly to the FAR or its supplements, the Instruction references the FAR numbering system.

(b) Policy memoranda will be issued under the signature of the HCA, with a four-character reference beginning with the letter "P" followed by three numeric characters (such as P001).

(c) Each member of the ACA acquisition team is encouraged to make use of personal initiative and sound business judgment in providing the best value product or service to meet the customer's needs, and is encouraged to implement the balanced approach described in FAR 1.102.

## **1.2 Maintenance and Supplementation of Acquisition Instruction:**

(a) On-line maintenance of this Acquisition Instruction is the responsibility of the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP). Changes to this Acquisition Instruction will be indicated with a revision date and a vertical line in the right margin where the change(s) occurs for a period not less than 30 days after the change is made. An integrated copy of the current document will be maintained for ease of use.

(b) PARCs may supplement this Acquisition Instruction for local use when appropriate. Supplements may not be inconsistent with the ACA Acquisition Instruction, should be kept to the minimum necessary, and a copy shall be furnished to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP).

(c) Acquisition letters or ACA policy memoranda may be issued from time to time to provide additional guidance or policy pending possible incorporation into the Acquisition Instruction or other policy document. When issued, the letters and memoranda will be sequentially numbered; a reference of both active and rescinded letters/memoranda will be maintained electronically at <http://aca.saalt.army.mil/> where they will be readily available to the ACA workforce.

## **1.3 Nonstandard Clauses:**

(a) Nonstandard clauses that will be used on a repetitive basis and will not have a significant cost or administrative impact on contractors or offerors or will not have a

significant effect outside the internal operating procedures of the ACA, will be reviewed by the Chief of the Contracting Office, local experts, legal counsel, and approved by the Principal Assistant Responsible for Contracting (PARC). A copy of the non-standard clause will be forwarded to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP). For nonstandard clauses falling under these conditions that will be used only on a one-time basis, the PARC may delegate to the Chief of the Contracting Office/Contracting Officer authority to approve and use such clauses. The Contracting Officer shall document the contract file whenever such clauses are used.

(b) Clauses requiring higher level approval in accordance with AFARS 5101.304(4) will be forwarded through the PARC to the Contract Policy and Support Directorate (ATTN: SFCA-CP) accompanied by required justifications.

(c) Clauses approved for use on a repetitive basis will be identified by title, source, a clause number, and date that shall appear preceding its content. The ACA Contract Policy and Support Directorate will be responsible for approving ACA-wide clauses and issuing guidance on their use.

**1.4. PARC Authority (FAR 1.601):** The HCA has delegated to the PARC certain HCA authorities specified in the PARC appointment letter. Additional delegations are identified through this Acquisition Instruction and other ACA policy memoranda.

(a) Unless otherwise prescribed by this Instruction, the PARC will submit all contract actions requiring HCA or higher level approval through the ACA Executive Officer (ATTN: SFCA-ZX).

(b) The senior official of the contracting office shall forward all actions requiring PARC execution or approval. These actions will contain a copy of all reviews performed at that level, including legal review, and the Contracting Officer's responses, if any.

**1.5. Delegations of Authority:** For all dollar thresholds established by this Acquisition Instruction, the value for threshold determination is the maximum potential amount of funds that could be obligated over the life of the action, to include all contract options.

**1.6. Contracting Officers:** Authority to appoint Contracting Officers is delegated to the PARCs. Nomination for appointment shall contain sufficient information to document that the individual meets the requirements of the FAR, DFARS and AFARS regarding qualifications and shall comply with all procedures set out in ACA Policy Memorandum P001.

**1.7 Contracting Officer's Representatives (CORs):**

(a) CORs should be nominated by the requiring activity. The nomination memorandum must include the nominee's qualifications. The Contracting Officer shall assure that the COR understands the requirements of the position. The successful completion of a formal ACA-approved COR course (a list is available through the ACA Contract Policy and Support Directorate) is required. A waiver to this training requirement may be granted by the Chief of the Contracting Office.

(b) The Contracting Officer will provide a copy of the COR appointment memo to the COR's rater concurrently with distribution to the COR. This direct interaction with the COR's rater will promote key leader oversight of COR functions.

### **1.8 Ordering Officers:**

Authority to appoint ordering officers is delegated to Chiefs of Contracting Offices who may redelegate this authority to a warranted Contracting Officer.

**1.9 Ratification of Unauthorized Commitments (AFARS 5101.602-3):** Authority is delegated as follows:

<b>Chief of the Contracting Office</b>	-	<b>\$10,000 or less</b>
<b>PARC</b>	-	<b>\$100,000 or less</b>
<b>HCA</b>	-	<b>Over \$100,000</b>

(a) PARC approval: The Chief of Contracting Office will request in writing to the PARC approval of any ratification action greater than \$10,000, with concurrence of the commander of the individual whose action resulted in the need for ratification. The request will include the Contracting Officer's determinations and a legal review.

(b) HCA approval: For ratification actions greater than \$100,000, the Chief of Contracting Office will submit a written request through the PARC to the HCA, Contract Policy and Support Directorate (ATTN: SFCA-CP). All requests will be accompanied by the concurrence of the commander of the individual whose action resulted in the need for ratification. The request will also include the Contracting Officer's determinations and a legal review. The PARC will review and forward the request with PARC recommendations.

### **1.10 Management Control Evaluation Checklist (AFARS 5101.690-1):**

(a) Members of the ACA will use Appendix BB of the AFARS, and shall document any supplementation. If PARCs or contracting offices determine additional items should be addressed on the checklist, their recommendation shall be forwarded to the ACA Review and Assessment Directorate. Any additional checklists used/developed by contracting offices shall be furnished to the ACA Review and Assessment Directorate (ATTN: SFCA-RA). Chiefs of Contracting Offices shall provide yearly input into the Commander's Annual Statement of Assurance to include any material weaknesses reported during the fiscal year.

(b) Any proposed material weakness shall be immediately brought to the attention of the Director, ACA through the ACA Review and Assessment Directorate (ATTN: SFCA-RA). Recommended corrective action shall be included.

(c) Managers with management control responsibility shall include an explicit statement of their responsibility in their performance agreement or standards.

**1.11 Inspections, Reviews, and Audits (IRAs):** Chiefs of Contracting Offices shall provide the ACA Review and Assessment Directorate (ATTN: SFCA-RA) information regarding upcoming IRAs (e.g., those to be conducted by the AAA, DoDIG, GAO) and their results.

**1.12. Individual Deviation Approvals.** Consistent with DFARS 201.402 and AFARS 5101.403, limited authority to approve individual deviations to the FAR, DFARS, and AFARS has been delegated to all Army Principal Assistants Responsible for Contracting (without redelegation authority). Any proposed deviation will be reviewed by legal counsel prior to implementation.

<http://acqnet.saalt.army.mil/library/policy/DEVIATE.HTM>. Provide a copy of the deviation to the ACA Contract Policy and Support Directorate (SFCA-CP).

## **Section 2 - Definitions**

2.1 *Acquisition letter* is a notice of a change to this Acquisition Instruction.

2.2 *Chief of the Contracting Office* includes directors of contracting, chiefs or directors of regional contracting offices, centralized contracting offices, and ITEC4 division chiefs.

2.3 *HCA* is Head of Contracting Activity. For the ACA, this is the Director, ACA, appointed by ASA(ALT).

2.4 *PARC* is the Principal Assistant Responsible for Contracting. PARCs are appointed by the HCA.

2.5 *Policy memorandum* is a guidance issued by ACA headquarters to ACA components.

2.6 *ACA Regions*. The ACA Northern and Southern Regions are organized to support the Installation Management Agency (IMA) realignment. The Northern Region supports Northeast and Northwest IMA regions; the Southern Region supports the Southeast and Southwest IMA regions. ITEC4 Region is organized to support Army enterprise-wide buying capability for common use information technology and commercial items.

## **Section 3 - Improper Business Practices and Personal Conflicts Of Interest**

**3.1. Disclosure of Proprietary and Source Selection Information (AFARS 5103.104-4(d)(1)(A)).** The following are authorized access to proprietary and source selection information when necessary for performance of their official duties (execution of appropriate non-disclosure agreements may be required), subject to restriction of FAR 3.104-4(a):

(a) Contracting Office or technical personnel directly involved in the procurement action,

(b) ACA Directors or Chiefs of Contracting Offices and their principal deputies,

- (c) Legal staff supporting the ACA, and
- (d) Other personnel designated by the Contracting Officer, Chief of the Contracting Office, PARC, or HCA.

## **Section 4. Solicitation and Award Review**

### **4.1 Required Reviews.**

(a) For actions exceeding \$500,000 but not exceeding \$3 million, one independent reviewer (i.e., a procurement analyst, senior contract specialist, or an individual at a level above the Contracting Officer), must review and concur in the action.

(b) For PARC-designated actions, one independent reviewer (i.e., a procurement analyst, senior contract specialist, or an individual at a level above the Contracting Officer) and the Chief of Contracting Office must review and concur in the action.

(c) For HCA-designated actions, one independent reviewer (i.e., a procurement analyst, senior contract specialist, or an individual at a level above the Contracting Officer), the Chief of Contracting Office and the PARC must review and concur in the action.

### **4.2 Legal Reviews.**

(a) As a minimum, legal reviews will be conducted for any action requiring higher headquarters review, on proposed contract actions over \$100,000 at ACA contracting offices not designated as "centers," and \$500,000 at regional contracting centers, except for administrative modifications. Legal reviews under the above thresholds may be requested by the Contracting Officer whenever determined prudent.

(b) Other actions requiring legal review include, but are not limited to: settlements, novation and change-of-name agreements, protests, justification and approval documents (J&As), use of local clauses and provisions, acquisition plans, congressional inquiries, determinations and findings (D&Fs), determinations of nonresponsiveness, terminations, disputed claims, late bid determinations, mistakes in bids/proposals, final decisions, appeals, proposed deviations from generally accepted contracting practices (to include ACA policy and guidance), and novel/experimental contracting approaches.

(c) In the event that legal counsel is not available at the contracting activity, the Contracting Officer will contact the ACA Office of the Command Counsel, which will arrange for legal support.

**4.3 Other Reviews.** Where appropriate, include technical expert(s) in the requirements area, to include Quality Assurance specialists, Small and Disadvantaged Business Utilization Specialists, and Competition Advocates in the solicitation and award review process.

## **Section 5 - Communication.**

**5.1 Congressional Notification and Public Announcement (DFARS 205.303 and AFARS 5105.303).** Use the Congressional Notification format Enclosure 1, which may be put into PD2 as a template. Make the award as late in the day as possible, but no earlier than 1600 hours Washington, DC time on the scheduled award date, unless there are compelling reasons for awarding earlier. Provide a copy by electronic means to the ACA Executive Officer (ATTN: SFCA-ZX).

**5.2. Congressional Inquiries under FAR 5.403:**

(a) A congressional inquiry relating to contract issues is received by the ACA or PARCs will be sent to the appropriate office for preparation of the draft response. When the inquiry is received directly by the office, a copy will be forwarded to the PARC and ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) immediately. If it is determined that, in accordance with FAR 5.403, responsiveness "would result in disclosure of classified matter, business confidential information, or information prejudicial to competitive acquisition," the Contracting Officer shall, within three working days after receipt of the inquiry, prepare the proposed reply, obtain legal concurrence, and forward both, with full documentation, to the HCA, ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) for transmittal to the Agency Head, and send an interim reply to the Army's Office of Chief of Legislative Liaison addressed to the Member of Congress, indicating the action being taken.

(b) Shorter or longer response times may be required depending upon circumstances. Transmission of any reply to a congressional inquiry will use the fastest means. Normally, the inquiry will be completed within five working days of date of receipt to final dispatch. AR 1-20, Congressional Inquiries, provides additional guidance regarding the processing of congressional inquiries.

**5.3 Release of Long-Range Acquisition Estimates (FAR 5.404-1(a)).** Chiefs of Contracting Offices are authorized to release estimates. This authority is not redelegable.

**5.4. Approval of Advertisements in Newspapers (AFARS 5105.502(a)).** Chiefs of Contracting Offices are authorized to approve the purchase of paid advertisements in newspapers.

**Section 6 – Competition Requirements**

**6.1. Justification and Approval (J&A) Under Unusual and Compelling Urgency (FAR 6.302-2).** Prior to the release of any solicitation, electronic or verbal approval shall be obtained from the approving authority (see below table) on J&As under \$50 million citing unusual and compelling urgency as the authority for other than full and open competition. Submit written J&As for approval within ten working days after award. If the J&A is for over \$50 million, discuss the J&A with the ACA Deputy Director or designee prior to release of any solicitation. If the contract exceeding \$50 million must be awarded prior to final approval of the J&A, the J&A shall be submitted for



approval through the PARC to arrive at Contract Policy and Support Directorate (ATTN: SFCA-CP) not later than 20 working days after contract award so that the document can be reviewed and forwarded to the Army Acquisition Executive (AAE). When the approving authority grants verbal or electronic approval, the name and title of the approving authority and date of the approval shall be included in paragraph two of the J&A.

**6.2 Commercial Acquisitions (FAR 13.5).** J&As are not required when using the simplified commercial acquisition procedures for other than sole source acquisitions (FAR 13.501). The Competition Advocate is the authorized approval authority for sole source J&As exceeding \$500,000.

**6.3 J&A Formats:** J&As above \$500,000 shall be prepared in the J&A format at AFARS 5153.9005. (See formats at AFARS 5153.9004 and AFARS 5153.9005.) Formats should be maintained in PD2 by the System Administrator (SA).

#### **6.4 J&A Review and Approval:**

(a) FAR 6.304(a) Approval Thresholds:

	Review	Approval
< \$100K		Contracting Officer
\$100K to \$500K:	Legal	Chief of Contracting Office
\$500K-\$10M	Legal, Chief of Contracting Office	Special Competition Advocate
\$10M-\$50M	Legal, Special Competition Advocate, PARC	HCA or Designee
Over \$50M	Legal, Special Competition Advocate, PARC, Designee, HCA	AAE

(b) Requirements Approvals (AFARS 5106.303-1(b)). The HCA establishes the following review and approval level for management, technical, and requirements personnel. Technical and requirements personnel are required to certify on the J&A document any data they provide to support their recommendation for other than full and open competition (not applicable to NAF Activities). The technical certification should be made by an individual knowledgeable about and responsible for the technical (or functional) aspects of the procurement. The requirements certification approval level is as follows:

(1) Less than \$500,000: Functional Area Director or equivalent.

(2) \$500,000 to \$10 million: Garrison Commander or equivalent position in the chain of command.

(3) Over \$10 million: first General Officer or Senior Executive Service member in the chain of command.

(c) Legal review shall be obtained for all actions in excess of \$100 thousand.

(d) The PARC must review and concur in actions that require HCA or higher authority involvement. Requests for approval must include the concurrence of the –

- (1) Contracting Officer;
- (2) Local and/or regional competition advocate;
- (3) Legal counsel; and
- (4) Appropriate technical and requirements individuals authorized to review and certify the J&A.

**6.6. Appointment of Special Competition Advocate:** The HCA will designate Special Competition Advocate(s) who are responsible for approving actions below \$10 million for individual regions. PARCs shall nominate to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP), an individual for this position who is a senior agency official and who is independent of the Contracting Officer. Electronic transmittal of the nomination is recommended.

**6.7. Appointment of Task and Delivery Order Ombudsman (FAR 16.505(b)(5)).** The HCA will designate one or more Task and Delivery Order Ombudsmen who are responsible for reviewing complaints from contractors on such contracts and ensuring that all of the contractors are afforded a fair opportunity to be considered for task or delivery orders. PARCs shall nominate to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) an individual for this position who is a senior agency official and who is independent of the Contracting Officer for these contracts. The PARC may nominate the individual who serves as the competition advocate. Electronic transmittal of the nomination is recommended.

## **Section 7 – Acquisition Planning**

**7.1** As a part of the acquisition planning process, the PARCs and ACA Headquarters will examine procurements to:

- Assure that contract actions are managed effectively,
- Enable PARC oversight of individual contracting offices,
- Determine the need for master contracts, and
- Plan effective migration of certain actions to regional or ITEC4 centers.

(a) **Annual Projected Actions Planning Report:** Annually, by July 15, a listing of projected actions (advance acquisition plan) for the following fiscal year will be posted, and will thereafter be maintained electronically (updated quarterly). A copy or accessible link will be provided to the PARCs and ACA Contract Policy and Support Directorate (ATTN: SFCA-CP), either of whom may designate individual actions or groups of actions for review or possible consolidation efforts. Notice of designation will be provided to the affected contracting activity.

(b) **Projected Actions Report:** A monthly report must be provided to the PARC and HCA designated points of contact via email by the 10th of each month - - negative

reports are required. The report identifies all new contracting actions (to include task orders against existing contracts) received or projected (and not previously reported) with an estimated value in excess of \$500,000. Significant actions received between reporting periods should be reported on an exception basis if significant progress toward completion will be made prior to the next reporting period. At the election of the contracting office, new actions may be reported individually when received.

(c) Designated Actions: The PARC and/or HCA will use the information in paragraphs (a) and (b) to identify certain "designated actions" for review or possible migration. The PARC and HCA will have broad discretion to identify levels or types of reviews, timing of reviews, and whether or not a monthly status report is required. Simplified reviews limited to only those essential areas deemed prudent should be conducted whenever possible. Actions over \$500 million total value are automatically deemed designated actions requiring a monthly status report. The PARC or HCA will notify the contracting office of its intent to centrally procure an action or to perform specific reviews on a designated action within five business days. If the HCA or PARC does not designate actions within five working days, the contracting office may proceed. The HCA or PARC management will amend its list of designated actions as appropriate.

(d) Monthly Contract Status Report: Monthly Contract Status Reports shall only be required for extremely high dollar, high risk, high visibility, or critical contract actions. Status reports for designated actions shall be succinct, and shall be submitted electronically to the level designating the action no later than the 20th of each month. Negative reports are required. Subsequent reports will update any information that has changed from the previous report.

(e) Region Points of Contact: Each region must designate a point of contact, and provide the name, e-mail, and telephone number of the designated point of contact to both subsidiary contracting offices and the HCA. The point of contact will:

(1) Assure that required submissions of the information required by this section are completed timely;

(2) Review the projected actions report and respond to the contracting activity within five working days, designating actions and levels of review or proposed migration. If migration is to be considered, a point of contact will be provided to the contracting activity.

(3) The HCA will designate a point of contact for each region and will provide the name, e-mail and telephone number of the designated point of contact to the region affected.

## **Section 8 – Pre-award Processes**

**8.1 Mistakes in Bids (FAR 14.407-3(c) and AFARS 5114.407(3)(c) and (e)).** For alleged mistakes either before or after award, the Chief of the Contracting Office will forward the proposed determination and any other documentation including the legal review to the PARC for final determination and signature.

**8.2 Meetings with Industry:** Acquisition regulations encourage early exchanges with industry about planned procurements. The purpose is to improve the understanding of Government requirements and industry capabilities. Potential offerors then have an opportunity to judge whether or how they can satisfy the requirements, and it enhances our ability to obtain quality supplies and services at reasonable prices and increases efficiency in proposal preparation, evaluation, negotiation and contract award. Particular care must be taken to ensure that neither source selection or proprietary data is disclosed, including any potential offer's confidential business strategy. When using techniques involving one-on-one communications, any discussions will include a representative from the contracting office.

**8.3 Draft Request for Proposals (DRFPs):** In order to permit industry the maximum opportunity to participate in ACA requirements, use DRFPs whenever they offer a benefit. The instructions regarding the DRFP shall include the following: "If you wish to submit questions or comments of a sensitive nature, anonymously, a representative has been designated to be the recipient for such inquiries. He/She is (name). His/Her telephone number is (commercial phone) or datafax (facsimile number) or e-mail (address)". Both the instructions and the DRFP will be accessible via the Internet.

**8.4 Appointment of Source Selection Team(SST)/Evaluation Team(ET)/Proposal Evaluation Board (PEB):** The Contracting Officer (or source selection authority, if not the Contracting Officer) shall appoint the members in writing.

**8.5. Business Clearance Procedures.**

In addition to the elements in FAR 15.406-1, DFARS 215.406-1, FAR 15.406-3, and DFARS 215.406-3, the following shall be addressed:

Pre-negotiation

- Competitive range determination, if applicable
- Small Business Subcontracting Plan issues
- Waiver authority (if any) for certified cost and pricing data as required by FAR 15.406-3(a)(5) must be documented sufficiently to demonstrate the basis for the waiver.

Post-negotiation

- Negotiated Small Business Subcontracting Plan goals if applicable
- Results of cost realism analysis
- Rationale for selection of awardee

**8.6. Unsolicited Proposals (FAR 15.606(b)):** PARCs shall ensure that each contracting office has a point of contact to coordinate the handling of unsolicited proposals.

**8.7. Undefinitized Contract Actions (UCA) (FAR 16.603 and DFARS 217.74):**

PARCs will manage undefinitized contract actions to assure appropriate use and timely resolution. The Chief of the Contracting Office will forward a request for approval to award a letter contract/undefinitized contract action to the PARC with a copy of all reviews attached. Reviews of all UCAs will be, at a minimum, accomplished by legal counsel and one independent reviewer (a procurement analyst, senior contract specialist, or an individual at a level above the Contracting Officer) not involved in the acquisition. Provide a copy of the negotiated definitization schedule, and updated status on UCAs to the PARC as key events occur, but not less than monthly. If unable to definitize within 180 days the Contracting Officer shall submit to the HCA for approval a determination of a reasonable price or fee in accordance with FAR Subpart 15.4 and FAR Part 31, subject to appeal as provided in the Disputes clause.

**Section 9 - Protests (AFARS 5133).**

**9.1. Protests:** PARCs will manage protest actions for the ACA. Upon receipt of notice of a protest, a synopsis of the protest action shall be immediately furnished electronically to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP). Upon resolution of the protest, a synopsis of the protest action and notice of resolution, with a copy of the decision or settlement agreement shall be furnished to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) as soon as possible. PARCs shall forward to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) the annual report of bid protests so that the ACA can consolidate and forward as required by AFARS 5133.103-90.

**Section 10. Contracted Advisory and Assistance Services (CAAS) (FAR 37.2 and AFARS 5137.204).** Each PARC shall appoint a CAAS contract point of contact and provide their names to the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP).

**Section 11. Encouraging Small Business Participation in Acquisitions.** It is the policy of the Army Contracting Agency to provide maximum opportunity for small businesses, including all subcategories, to participate as prime contractors. The determination that a consolidated requirement cannot be placed under one of the preference programs required by AFARS 5119.202-1(a)(1) is retained by the HCA and is not delegated to the PARCs.

**Section 12. Post-Award Processes:**

**12.1. Past Performance Information Management System (PPIMS):**

(a) Administrators: The HCA-designated primary and alternate points of contact (AFARS 5142.1503-90(f)(2)) are maintained in the "Points of Contact" listing on the PPIMS web site, accessible from <http://aca.saalt.army.mil/>.

(b) Assessing Official: Contracting Officer

(c) Resolution Authority: Chief of the Contracting Office

(d) Access to PPIMS is password controlled. To apply, go to the Army website at: <http://aca.saalt.army.mil/>. Register under the first time user (production database) and contact either administrator for password approval.

**12.2 Congressional Notification on Significant Contract Terminations:** Submit notices (AFARS 5149.7001) through the HCA, Contract Policy and Support Directorate, (ATTN: SFCA-CP) with an electronic informational copy to the Regional PARC Office concurrently.

**12.3. Notification and Reporting of Substantial Impact on Employment (DFARS 249.7003(b)).** Submit notices through the ACA Contract Policy and Support Directorate (ATTN: SFCA-CP) and HCA with an electronic informational copy to the Regional PARC Office concurrently.

## ACA, SR DOCUMENT REVIEW STANDARDS

1. In accordance with the delegations specified in the ACA AI, dated 30 SEP 02, the following contract instruments/documents will be reviewed by the HQ ACA SR:

- a. Commercial Activities to include drafts
- b. All master contracts
- c. Competitive best value requirements >\$3M
- d. ALPHA Contracts
- e. Cost Reimbursement Contracts
- f. Incentive Contracts
- g. All formal source selections
- h. All architectural and engineering (A&E)
- i. All food services
- j. All draft solicitations
- k. Acquisition Plans and Review Documents
- l. Justifications and Approvals for Other Than Full and Open Competition
- m. Protests
- n. Stay Provisions
- o. Prenegotiation Objective Memorandums / Price Negotiation Memorandums

2. Solicitation Reviews:

-- All solicitations to include Commercial Activities, Single Function to include required plans – **20 working days**

-- All solicitations to include *Commercial Activities*, multi-function to include required plans – **45 working days**

-- Job Order Contracting – **20 working days** prior to contemplated issue date

-- Full Food Service – **20 working days** prior to contemplated issue date

-- Draft Request for Proposals – **15 working days**

3. Ratification of unauthorized commitments over \$10,000 – **15 working days**

4. Justification and Approval (J&A) of other than full and open competition (up to \$10M)  
–  
**20 working days**

-- Justification and Approval of other than full and open competition (over \$10M) –  
**45 working days**

5. Approval of acquisition plans (single function) – **20 working days**
  - Approval of acquisition plans (multi-function) – **20 working days**
6. Training assistance – coordinate response within **10 working days** from receipt of initial request.
7. Approval of Pre-negotiation Objective Memorandums – **20 working days**
  - Approval of Price Negotiation Memorandums – **10 working days**
8. Contingency Actions – Complete in accordance with the needs of the contingency (i.e., weather evacuation/at a near state of hostilities are immediate, deployments may offer more time to work).



ACA SR CMR Schedule  
FY03

<u>INSTALLATION</u>	<u>DATES</u>
Bragg	9-13 Dec 02
Stewart	27-31 Jan 03
Sill	24-28 Feb 03
Bliss	3-7 Mar 03
Hood	28 Apr - 2 May 03
Huachuca	5-9 May 03
Polk	19-23 May 03

**From:** Guta, Charles COL - G4  
**Sent:** Monday, September 30, 2002 12:35  
**To:** ACA Retained DOCs; ACA Southern DOCs  
**Cc:** G4 PARC; Winders, Wiley - SERO; 'Bryon.Young@saalt.army.mil';  
'bruce.trimble@saalt.army.mil'; Ewell, Yvonne - G8; Goodyear, Sue - G8;  
'Steven.Boshears@monroe.army.mil'; Duston, Robert - G1; Jennings, Robert - G1  
**Subject:** Budget Guidance

DOCs,

We recently made our initial distribution to your Resource Managers at individual installations, and as you know, the distribution was short in the pay account with no distribution of non-pay. The QDOC accounts have historically been short, and in the past these accounts were supplemented at either the MACOM or installation level. With the organizational changes that have swept the BASOPS side of the Army this year, this process is more problematic than it has been in other years. We would like to provide you a status of funding at this time, and some guidance for the early months of the fiscal year.

As we told you earlier, both QDOC positions and the funds to support them were swept to the Installation Management Agency (IMA) account during FY02 from the MACOMs where they have traditionally resided. In spring of FY02, the funds and positions were transferred back to the MACOMs. In July 02, the Acting Director of the Army Contracting Agency (ACA), Southern Region (SR) asked the FORSCOM Commander for operational control of all QDOC positions, which was provided and distributed to you in a memorandum signed by the Acting Deputy Commanding General, subject: Management of Vacancies during the Consolidation of Army Installation Contracting. Based on the operational control that the ACA exercises over the QDOC positions and funds, for all intents and purposes, FORSCOM is serving as a banker only for QDOC funds during this fiscal year.

As background information, early in the concept process for the reorganization, the DASA(P) went to the Army Budget Office (ABO) with a UFR and asked for additional funds to stand up the ACA. The ABO asked if this was a new requirement, to which the DASA(P) answered that it was not. The ABO then asked if someone had been funding this requirement in the past, to which the DASA(P) replied that yes, the requirement had been funded by the MACOMs and installations. At that time, the ABO responded that the requirement was not a UFR, but a reprogramming, and directed the DASA(P) to go and work with the MACOMs and installations to resolve the funding issue.

The ACA is actively pursuing funding for the remainder of pay and all non-pay for both the HQ, regional and installation QDOC accounts. We are working very closely with the HQ ACA, the IMA and the MACOMs. The IMA

**Southeastern Region has forwarded an unfunded requirement (UFR) through FORSCOM to the Department of the Army for pay and non-pay for all FORSCOM DOCs located in the SE IMA Region. The HQ ACA has formally asked FORSCOM to fully fund all QDOC positions for pay and non-pay at the SR level. We are currently awaiting responses to these requests. If the IMA and FORSCOM do not agree to fully fund the QDOC accounts for pay and non-pay per the requests outlined above, there is a resolution process in place that we will follow.**

**If the parties outlined above agree on the source and amount of funding, the funds will transfer to the QDOC account and the issue will be resolved. If the parties outlined above do not agree on the source of funding or the level of funding for the QDOC accounts, the issue will go back to the DA level to a Council of Colonels for resolution. If the issue cannot be resolved at that level, it will go to a General Officers' Steering Committee. The decision will ultimately go to the ABO, where it will be implemented through the Funding Letter, which will be published when Congress has passed and the President has signed the Defense Appropriations into law. If we are working under a Continuing Resolution, this process might not be complete for a number of months.**

**Of course, the question becomes, what do we do until then? We believe that you must work closely with your installation RMs to resolve the immediate funding quandary. The underlying assumption is that someone will eventually fund the operational requirement of the QDOC account, as it is absolutely clear that there are no RIFs, furloughs or other adverse actions intended for the QDOC workforce. One barrier to the resolution of some funding issues has been resolved, as during a meeting at the ACA SR last Friday, HQ ACA agreed to unfence QDOC funds for FY03. This means that the installations can move funds into and out of the QDOC accounts, which we believe will provide the installations, the IMA and the MACOMs the flexibility they need to manage budget at their macro levels and ensure that pay and non-pay accounts are funded to the levels required for operational continuity and success.**

**The IMA SE Region will put out further guidance to the SE Region Resource Managers about their expectations for the installations to assist the QDOC accounts in getting through this difficult period. The SE IMA Region is having a Garrison Commander's Conference on 7-8 October and will brief this issue to the Garrison Commanders at that time. We will work closely with the SW IMA Region as it stands up to encourage the installations in the IMA SW Region to provide the same level of support to the DOCs.**

**We understand that this issue is of great concern to all of you and your installation leadership and we assure you that funding of the QDOC**

accounts is a top priority for the HQ ACA SR. We encourage you to share the information in this e-mail with your Resource Managers and Garrison Commanders. We will provide further information and guidance as it develops. We feel confident that we will succeed in securing funding and ask for your support as we work through the process. If you have any questions, please call Carol Lowman at DSN 367-0467, commercial (404) 464-0467, or e-mail [lowmancarol@forscom.army.mil](mailto:lowmancarol@forscom.army.mil) [<mailto:lowmancarol@forscom.army.mil>](mailto:lowmancarol@forscom.army.mil). The budget point of contact is Yvonne Ewell at DSN 367-0503, commercial (404) 464-0503, or e-mail [ewellyvonne@forscom.army.mil](mailto:ewellyvonne@forscom.army.mil) [<mailto:ewellyvonne@forscom.army.mil>](mailto:ewellyvonne@forscom.army.mil).